



## UNITED STATES PATENT AND TRADEMARK OFFICE

WASHINGTON, DC 20231  
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FORM CD-260  
REV. 6-86  
DAO 202-335

### MERIT PROGRAM

Announcement Number: **PTO-05-032**  
Issue Date: **2/7/05**  
Closing Date: **5/6/05**

# VACANCY ANNOUNCEMENT

#### TITLE, SERIES, AND GRADE

Human Resources Specialist (Employee Relations)  
GS-0201-07/09/11  
Full Performance Level GS-12  
Multiple positions  
Competitive Service  
Non Bargaining Unit

#### VACANCY LOCATION

U.S. Patent and Trademark Office  
Chief Financial Officer/Chief Administrative Officer  
Office of Human Resources  
Employee Relations Division  
Arlington/Alexandria, VA

#### AREA OF CONSIDERATION

All Sources/All Qualified Candidates  
Current Federal Employees with Status  
PTO Employees with Status  
Reinstatement Eligible  
DOC Surplus, Displaced Employees in local commuting area

Veterans eligible under the Veterans Employment Opportunities Acts (VEOA). That is a veteran who is preference eligible **or** who have been separated from the Armed Forces under honorable conditions after substantially completing 3 or more years of continuous active service may apply under competitive procedures.

#### SPECIAL HIRING AUTHORITY

Veterans eligible under the Veterans Recruitment Act (VRA).  
Veterans eligible with a 30% or more service-connected disability.

**NOTE: THE CUT-OFF DATES FOR REFERRAL TO MANAGEMENT WILL BE EVERY THIRD WEEK UNTIL FILLED.**

#### DUTIES:

The United States Patent and Trademark Office (USPTO), is a cutting-edge organization dealing with intellectual property issues around the world. The USPTO offers a family friendly work environment including flexible work schedule, on-site fitness center, on-site child care facility, casual dress policy, transit subsidy and by early this year will be fully located at our new state-of-the-art headquarters in Alexandria.

This is a developmental position designed to prepare the incumbent for work at the full performance level in the field of employee relations. Work assignments and supervision will coincide with that typically expected at the GS-7/9 level. At the full performance level, the incumbent serves as an USPTO focal point for technical guidance, management of, and advice on matters relating to employee productivity, motivation, morale and discipline, and work place climate/environment issues; manages the employee relations program for assigned areas, serving as representative on USPTO-wide committees and task forces; provides key consultative employee relations advice and services to USPTO HR personnel, managers, supervisors, and employees involving the full spectrum of human resources policies, programs, processes, and procedures that are impacted by or can potentially impact healthy, harmonious work place settings. Perform a key role in rendering expert employee relations advice and services and provide key insight into authoritative employee relations statutory and regulatory guidance and policies, processes, and procedures, as well as interpretations on highly complex USPTO-wide real and perceived consistency issues.

#### SUMMARY OF QUALIFICATION REQUIREMENTS:

Applicants must have had one year of **specialized** experience which has equipped them with particular knowledge, skills, and abilities to successfully perform the duties of the position, which is typical to the work of the position to be filled, and is equivalent to the next lower grade in the Federal Service. **Education may be substituted for education. See the criteria listed below.**

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**Specialized experience** involves providing advice and assistance to employees and managers in matters related to conduct, performance, attendance, and dispute resolution. Experience that includes knowledge of, and skill in applying human resources principles, practices, laws, and regulations, as well as a range of analytical and evaluation techniques sufficient to perform substantive work in human resources and employee relations programs. Status applicants considered under Merit Program Procedures are subject to time-in-grade requirements in accordance with 5 CFR 300.604. CTAP/ICTAP candidates will be determined to be well qualified if they score 90 or higher when rated against the crediting plan.

GS-07 level: Applicants must have 1 full year of graduate level education or superior academic achievement OR 1 year of specialized experience equivalent to at least the GS-05 level in or directly related to the work of this position. Superior Academic Achievement (SAA) is based on (1) grade-point average of 3.0 or higher out of a possible 4.0 based on 4-years of education, or based on courses completed during the final 2-years of the curriculum; (2) grade-point average of 3.5 or higher out of a possible 4.0 based on the average of the required courses completed in the major field completed during the final 2-years of the curriculum; (3) class standing in the higher of the graduating class; (4) election to honor society membership that meets the minimum requirements of the Associate of College Honor Societies.

GS-09 level: Applicants must have a master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related; OR 1 year specialized experience equivalent to at the least GS-07 level in or directly related to the work of this position.

GS-11 level: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education leading to such a degree or LL.M., if related; OR 1 year specialized experience equivalent to at least the GS-09 level in or directly related to the work of this position.



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**EVALUATION OF QUALIFIED CANDIDATES:** Incumbents will be rated on the basis of experience, training, awards, supervisory appraisals, and the following factors. **Failure to address each factor may have an impact upon your ranking.**

1. Ability to analyze facts draws conclusions, and devise practical solutions to employee relations issues and problems.
2. Ability to communicate orally and in writing.
3. Ability to use customer service principles when communicating and dealing with others, e.g. co-workers, managers, supervisors, internal and external customers.

**SELECTIVE FACTOR:** Candidate must possess the following for consideration: None.

### How To Apply - SUBMIT THE FOLLOWING:

1. Candidates may submit an OF-612 **OR** resume.
2. Most recent supervisory appraisal and a recent copy of a SF-50, Notification of Personnel Action (Status Candidates Only)
3. Vacancy announcement number, position title and grade level(s) you are applying for must be recorded on the application submitted. If the grade level is not indicated, candidates will be considered only at the highest grade for which qualified.
4. Statement of qualifications relating to the Selective Factor and each of the Ranking Factors.
5. DD-214 and/or SF-15 to verify veteran preference claim/eligibility.

**FOR SPECIFIC INFORMATION CALL: Linda Majca (703) 305-4790 or Ronald Taylor (703) 305-4324**

**TDD# 1-800-828-1120 or Relay System**

**For more employment opportunities visit our web site at [WWW.USPTO.GOV](http://WWW.USPTO.GOV)**

#### **MAILING ADDRESS:**

US Patent and Trademark Office  
Mail Stop 171  
Office of Human Resources  
P.O. 1450  
Alexandria, VA 22313-1450

#### **WHERE TO APPLY IN PERSON:**

US Patent and Trademark Office  
Office of Human Resources  
2011 Crystal Drive (CPK-1), Suite 707  
Arlington, VA



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### VACANCY ANNOUNCEMENT SUPPLEMENTAL INFORMATION

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

#### I. REGARDLESS OF WHICH APPLICATION FORM/FORMAT IS USED, APPLICANTS SHOULD ADDRESS THE FOLLOWING:

1. **The announcement number, title and grade of the position for which you are applying.**
2. **Personal information**
  - a. Full name, mailing address (including ZIP Code), home and work telephone numbers (including area codes)
  - b. Social security number
  - c. Country of citizenship
  - d. Veteran's preference: If you wish to claim 5-point veterans preference or if you are applying under the Veterans Readjustment Appointment provisions, you must include dates of military service and a copy of each Certificate of Release or Discharge from Active Duty, DD-214. If you are claiming 10-point veterans preference, you must also include SF-15 and the appropriate proof required by that form.
  - e. Competitive status: if you are a current or former Federal employee, and if the announcement is open to status applicants only or if you wish to be considered as a status applicant, you must submit a copy of your SF-50, Notification of Personnel Action, which shows you have status.
  - f. Veterans who are preference eligible or who have been separated from the armed forces with honorable conditions after 3 years or more of continuous active service may apply. (Under merit promotion procedures.)
  - g. Highest federal civilian grade held, including job series and dates held.
3. **Education**
  - a. High school - name, city, state and ZIP Code (if known) and date you received diploma or GED.
  - b. Colleges and universities - name, city, state and ZIP Code (if known), majors(s), type(s) of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of undergraduate and/or graduate transcripts if the announcement specifies minimum education requirements, if you are qualifying based on allowable substitution of education for experience or if you are qualifying based on Superior Academic Achievement (see the announcement for details).
4. **Job-Related Work Experience (Paid and Non paid)**
  - a. Job title (include series and grade if Federal)
  - b. Duties and accomplishments
  - c. Employer's name and address
  - d. Supervisor's name and telephone number
  - e. Starting and ending dates (month and year)
  - f. Hours per week,
  - g. Salary
  - h. Indicate if we may contact your current supervisor.
5. **Other Qualifications**
  - a. Job-related training courses (title and year)
  - b. Job-related skills (i.e., other languages, computer hardware/software, tools machinery, etc.)
  - c. Typing and/or stenography speed
  - d. Job-related certificates and licenses (current only). Do not send copies unless required in the announcement.
  - e. Job-related honors, awards and special accomplishments (i.e., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Give dates but do not send documents unless requested.

#### II. CTAP/ICTAP

1. CTAP candidates must apply for the vacancy, submit proof of eligibility for CTAP consideration, have a current performance rating of record of at least fully successful or the equivalent, and be within the Washington, D.C. Commuting area.

#### III. GENERAL INFORMATION

1. Applications mailed in Government franked envelopes will not be considered.
2. Applications submitted by telefax will not be considered.
3. Applications submitted by email will not be considered.
4. Applications submitted by mail with a postmark of on or before the closing date of this announcement will be considered only if received in the USPTO, Office of Human Resources, within five (5) working days of the closing date.
5. Applicants must meet all eligibility requirements by the closing date of the vacancy announcement.
6. Applicants must be citizens of the United States (or owe allegiance to the United States).
7. Applicants with disabilities, disabled veterans, or any other applicants eligible for non-competitive appointment under special appointing authorities not requiring competitive status should clearly specify their special eligibility on their application.

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8. If selected, male applicants born after December 31, 1959, must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.
9. Applications will not be returned to applicants.
10. Applicants will receive notification of the outcome of a vacancy announcement as soon as possible after a selection is made.
11. If a vacancy is for a supervisory or managerial position, the selectee may have to serve a supervisory/managerial probationary period.
12. If a vacant position is filled at a grade below the full performance level, the selectee may be promoted without further competition. However, this implies no promise or guarantee of promotion.
13. Qualification requirements in the vacancy announcement are based on OPM Qualifications Standards for General Schedule positions.
14. Privacy Act requirements (PL 93-579): the application forms prescribed are used to determine qualification for promotion, reassignment, or employment and are authorized under Title 5, U.S.C. sections 3302 and 3360.
15. Candidates outside of the USPTO who are referred for consideration will be required to complete the Declaration for Federal Employment, OF-306.
16. For any vacancy, employees of the Department of Commerce may be considered before other applicants.
17. RELOCATION EXPENSES WILL NOT BE PAID.

**The United States Patent and Trademark Office will provide reasonable accommodations to applicants with disabilities. If a reasonable accommodation is needed for any part of the application process, please notify the human resources representative identified under the 'How To Apply' section of this announcement. Decisions on reasonable accommodation will be made on a case-by-case basis.**